

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Dept of Technology SVC
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	AGARWAL, PRADEEP
Expense Dates	04/01/09-04/23/09
Total Expense Amount	143.25
Amount Due Employee	143.25
Form ID	TEA000452975

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/06	Parking, Auto	13.75	
2)	04/07	Parking, Auto	18.00	
3)	04/15	Parking, Auto	10.50	
4)	04/16	Parking, Auto	18.00	
5)	04/17	Parking, Auto	18.00	
6)	04/20	Parking, Auto	15.00	
7)	04/21	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents

Approved
by:

VANESSA ROSE

Travel & Expense Account Summary

Employee Name PRADEEP AGARWAL
Expense Dates 04/01/09-04/23/09
Report Name 100/April 09/Parking

Request Total \$ 143.25
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 143.25

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Parking Fees	143.25

NOTE: (d)=Direct Charge

DATE	Wed Apr 1	Mon Apr 6	Mon Apr 6	Tue Apr 7	Thu Apr 9	Thu Apr 9	Thu Apr 9	Tue Apr 14	Wed Apr 15	TOTAL
Parking, Auto	2.50	13.75	6.00	18.00	2.50	6.00	2.00	3.00	10.50	143.25
TOTALS \$	2.50	13.75	6.00	18.00	2.50	6.00	2.00	3.00	10.50	143.25

DATE	Thu Apr 16	Fri Apr 17	Mon Apr 20	Mon Apr 20	Mon Apr 20	Tue Apr 21	Tue Apr 21	Thu Apr 23		TOTAL
Parking, Auto	18.00	18.00	15.00	1.50	2.00	15.00	7.50	2.00		143.25
TOTALS \$	18.00	18.00	15.00	1.50	2.00	15.00	7.50	2.00		143.25

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Parking Fees	04/01/09	Parking, Auto	2.50	Cash
Non-Travel Expenses	Parking Fees	04/06/09	Parking, Auto	13.75	Cash
Non-Travel Expenses	Parking Fees	04/06/09	Parking, Auto	6.00	Cash
Non-Travel Expenses	Parking Fees	04/07/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	04/09/09	Parking, Auto	2.50	Cash
Non-Travel Expenses	Parking Fees	04/09/09	Parking, Auto	6.00	Cash
Non-Travel Expenses	Parking Fees	04/09/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking Fees	04/14/09	Parking, Auto	3.00	Cash
Non-Travel Expenses	Parking Fees	04/15/09	Parking, Auto	10.50	Cash
Non-Travel Expenses	Parking Fees	04/16/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	04/17/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	04/20/09	Parking, Auto	15.00	Cash
Non-Travel Expenses	Parking Fees	04/20/09	Parking, Auto	1.50	Cash
Non-Travel Expenses	Parking Fees	04/20/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking Fees	04/21/09	Parking, Auto	15.00	Cash
Non-Travel Expenses	Parking Fees	04/21/09	Parking, Auto	7.50	Cash
Non-Travel Expenses	Parking Fees	04/23/09	Parking, Auto	2.00	Cash

Travel & Expense Account Transmittal Sheet

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P.O. Box 1810
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Employee Name AGARWAL, PRADEEP
Expense Dates 04/27/09-05/01/09
Total Expense Amount 1094.08
Amount Due Employee 1094.08
Form ID TEA000452143

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/27	O/S Parking, Auto	13.00	
2)	04/27	O/S Taxi Fare	41.00	
3)	04/28	O/S Parking, Auto	13.00	
4)	04/28	O/S Incidentals	6.00	
5)	04/29	O/S Parking, Auto	13.00	
6)	04/29	O/S Incidentals	6.00	
7)	04/30	O/S Parking, Auto	13.00	
8)	04/30	O/S Incidentals	6.00	
9)	05/01	O/S Parking, Auto	13.00	
10)	05/01	O/S Lodging	858.08	
11)	05/01	O/S Incidentals	6.00	
12)	05/01	O/S Taxi Fare	40.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

**Travel & Expense Account
Transmittal Sheet**

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	20:8	O/S Breakfast was claimed where the start time of the trip was after 0600. Please explain.	Employee was at airport at 0600.

I have reviewed the following documents.

Approved
by:

VANESSA ROSE

Travel & Expense Account Summary

Employee Name PRADEEP AGARWAL
Expense Dates 04/27/09-05/01/09
Report Name 100/April 09/OST NASCIO

Request Total \$ 1094.08
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 1094.08

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-State Sponsored Conference/Convention	NASCIO	1094.08

NOTE: (d)=Direct Charge

DATE	Mon Apr 27	Tue Apr 28	Wed Apr 29	Thu Apr 30	Fri May 1					TOTAL
O/S Parking, Auto	13.00	13.00	13.00	13.00	13.00					65.00
O/S Breakfast	6.00	6.00								12.00
O/S Taxi Fare	41.00				40.00					81.00
O/S Dinner		18.00	18.00	18.00						54.00
O/S Incidentals		6.00	6.00	6.00	6.00					24.00
O/S Lodging					858.08					858.08
TOTALS \$	60.00	43.00	37.00	37.00	917.08					1094.08

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-State Sponsored	NASCIO	04/27/09	O/S Parking, Auto	13.00	Cash
Non-State Sponsored	NASCIO	04/27/09	O/S Breakfast	6.00	Cash
Non-State Sponsored	NASCIO	04/27/09	O/S Taxi Fare	41.00	Cash
Non-State Sponsored	NASCIO	04/28/09	O/S Breakfast	6.00	Cash
Non-State Sponsored	NASCIO	04/28/09	O/S Dinner	18.00	Cash
Non-State Sponsored	NASCIO	04/28/09	O/S Parking, Auto	13.00	Cash
Non-State Sponsored	NASCIO	04/28/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASCIO	04/29/09	O/S Dinner	18.00	Cash
Non-State Sponsored	NASCIO	04/29/09	O/S Parking, Auto	13.00	Cash
Non-State Sponsored	NASCIO	04/29/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASCIO	04/30/09	O/S Dinner	18.00	Cash
Non-State Sponsored	NASCIO	04/30/09	O/S Parking, Auto	13.00	Cash
Non-State Sponsored	NASCIO	04/30/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASCIO	05/01/09	O/S Parking, Auto	13.00	Cash
Non-State Sponsored	NASCIO	05/01/09	O/S Lodging	858.08	Cash
Non-State Sponsored	NASCIO	05/01/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASCIO	05/01/09	O/S Taxi Fare	40.00	Cash